

IN THE DISTRICT COURT OF APPEAL OF THE STATE OF FLORIDA
SECOND DISTRICT

December 16, 2019
(Amended December 20, 2019 to Correct Effective Date)

ADMINISTRATIVE ORDER 2019-2
Filing Appellate Records

- 1) Electronic filing of appellate records. Effective January 15, 2020, the circuit court clerks in Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Hillsborough, Lee, Manatee, Pasco, Pinellas, Polk, and Sarasota counties and the agency clerks shall prepare and submit records on appeal to this court electronically as portable document format ("PDF") files via the Florida Courts E-Filing Portal (<https://www.myflcourtaccess.com>). Electronic records shall not be transmitted through the court's FTP server without permission from the clerk of this court.
- 2) Format of the electronic record. The electronic record on appeal must fully comply with the requirements of Florida Rule of Appellate Procedure 9.200 and, as applicable, rules 9.140(f), 9.141(b), and 9.190(c). When separate PDF records are transmitted, including when confidential portions are separately assembled or supplemental records are permitted, the PDF record shall be prepared so that the page numbers displayed by the PDF reader exactly match the pagination of the record. Lower tribunal clerks may be required to re-send an electronic record if it does not comply with the requirements of rule 9.200(d).
- 3) Cover page, index, and certification of electronic records. The clerk of the lower tribunal shall prepare a cover page and index as required by rule 9.200(d)(1)(A). When separate PDF records are transmitted, including when confidential portions are separately assembled or supplemental records are permitted, each separate PDF record shall include a cover page and index, and each shall be certified by the clerk of the lower tribunal.
 - a) Directly under the caption RECORD ON APPEAL, each cover page shall state either REDACTED, UNREDACTED, or CONFIDENTIAL, as appropriate. If the record is not available to the parties or is not equally available to all parties, such as records filed for in camera review or filed under seal, the clerk of the lower tribunal shall so state on the cover page.
 - b) The cover page shall indicate the name of lower tribunal judge who signed the order on appeal.
 - c) In certifying the record on appeal as required by rule 9.200(d)(3), the

clerk of the lower tribunal shall include the names and addresses of the attorneys or parties to whom the clerk provided a copy of either the index or the record.

- 4) Paper records and physical exhibits. When permitted or required to submit paper records or physical exhibits, the clerk of the lower tribunal shall prepare a cover page, index, and certification consistent with paragraph 3 above.
- 5) Trial transcripts. The transcript of the trial must fully comply with the requirements of Florida Rule of Appellate Procedure 9.200. The clerk of the lower tribunal shall transmit the transcript of the trial as a separate PDF file.
- 6) This administrative order supersedes administrative order 2015-1 and the provisions of any prior administrative orders that are contrary to this order.

/s/Nelly N. Khouzam
NELLY N. KHOUZAM
CHIEF JUDGE

ATTEST:

/s/ Mary Elizabeth Kuenzel
MARY ELIZABETH KUENZEL
CLERK OF COURT